# DOM APT Reviewer Checklist

☐ **Clinician Educator Track**

**OR**

☐ **Scientist Educator Track**

# ASSOCIATE PROFESSOR

Candidate Name:

Submission Type: **Select Submission Type**
☐ Appointment
☐ Promotion
☐ Tenure

Review Date: Click or tap to enter a date.

Site: **Select a Site**

Division: **Select a Division**
Secondary Department: N/A

Current Rank: **Select Rank**
Current Track: **Select Track**

Proposed Rank: **Select Rank**
Proposed Track: **Select Track**

Reviewer Name: Select Reviewer

**SUMMARY** *(In 5 sentences or less, outline the faculty member's background and expertise to provide context to the evaluation*)

| | | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
|---|---|---|
| **OVERVIEW**<br>**Across all ranks** | ☐ Clinician or scientist who demonstrates a scholarly approach to teaching and education practice. | |
| | ☐ Contributes to the dissemination of knowledge in a clinical or scientific field, in health profession, or in practice of biomedical education. | |
| | ☐ Contributes to and participates in teaching, mentoring, and service and citizenship. | |
| | Teaching:<br>☐ Demonstrates excellence in teaching by disseminating knowledge, skills and behavior through diverse | |

| | | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
|---|---|---|
| | methods (e.g. small/large group, lecture, simulation) in various venues (e.g. classroom, clinical, lab/bench, online, continuing professional development) to diverse learners (e.g. students, residents, fellows, trainees, peers, community members). | |
| | Mentoring:<br>☐ Demonstrates ability to mentor by developing professional relationships that foster personal and professional growth. | |
| | Inclusion and Health Equity<br>☐ Engages in and lead programs, strategies, committees or experiences that foster and advance a diverse, equitable and inclusive environment in science and medicine at the school, department, hospital, health system, community, and/or professional organizational level.<br>☐ Contribute efforts that are innovative, enhancing, integrative and coordinated in education, clinical practice, and/or research (considered a plus) | |
| | Service and Citizenship:<br>☐ Engages in activities that further the mission and goals of the school, department, hospital, health system, community, or national professional organization. (*Select all that apply*)<br>☐ Participation and/or leadership of school and/or health system committees.<br>☐ Awards/recognition for service and citizenship.<br>☐ Development of programs or initiatives that support the mission and goals of the institution, community, or national professional organization. | |
| Comment | | |
| **OVERVIEW Associate Professor** | ☐ Widely recognized at **MSHS, or at the regional level** for accomplishments. | |
| Comment | | |
| **CLINICAL CARE (Only Complete For Clinician Educators)** | ☐ The candidate must be an Excellent clinician. | |
| | ☐ Recognized **institutionally and regionally**, as provider of excellent care.<br>(*Select all that apply*) | |

| | | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
|---|---|---|
| | ☐ Recognition/awards for clinical care.<br>☐ Record of success caring for other physicians' patients<br>☐ General reputation on clinical subjects | |
| | ☐ Increasing volume of cases, reflecting expanding referral patterns. | |
| **Comment** | | |
| **SCIENTIFIC RESEARCH (Only Complete For Scientist Educators)** | Demonstrates competence in research as a scientist with **regional** impact through:<br>☐ Record of prior or ongoing grant support (fellowship/ training/ research grant). | |
| | ☐ Evidence of engagement/scholarship at a regional level. | |
| | ☐ First or senior authorship on scientific publications and other forms of dissemination. | |
| Comment | | |
| **Preliminary Decision** | Does this candidate meet overview criteria for this track? ☐ Yes ☐ No<br>If no, then stop and contact DOM APT Administrative Staff **(** DOMFacAffairs@mssm.edu ) | |
| **Scholarly approach to teaching and educational practice** | ☐ Direct teaching of students/ trainees/ colleagues/ community/patients. Active participation in **2 or more** of the following teaching activities:<br>(*Select all that apply)*<br>☐ Teaching in the classroom/other education spaces (e.g. simulation lab, standardized patient center).<br>☐ Teaching in clinical settings.<br>☐ Facilitating seminars, small groups, & journal clubs or laboratory sessions.<br>☐ Teaching in continuing professional development programs.<br>☐ Serving as the primary teacher for a course or program.<br>☐ Development or adoption of innovative teaching methods grounded in learning principles such as simulation, standardized patient experiences, virtual reality experiences, laboratory exercises, team-based learning exercises, etc. (part 1 of Educational Addendum).<br>☐ Integration of topics that align with Icahn School of Medicine at Mount Sinai's Mission, Vision and Core | |

| | | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
|---|---|---|
| | Values in teaching activities (part 2 of Educational Addendum).<br>☐ Contributions to efforts that ensure learners are treated equitably and inclusively (part 3 of Educational Addendum).<br>☐ Evidence of outstanding teaching quality (numeric and/or qualitative) by learners, peers and/or education program leaders.<br>☐ Adoption of assessment methods that are observable, measurable, relevant, replicable, aligned with goals and objectives, and outcome-focused (part 4 of Educational Addendum).<br>☐ Local and/or regional awards for teaching excellence<br>☐ Invitations to reach locally or regionally at universities, health systems, etc. | |
| | ☐ Development of new curriculum, course, clerkship program, training grant, conference, seminar series, or massive online open course in an area of clinical or scientific expertise or in health profession and/or biomedical education with local or regional impact (part 5 of Educational Addendum). | |
| | ☐ Creation of novel or unique teaching methods or materials, including educational software, videos or web-based materials with local or regional impact (part 6 of Educational Addendum). | |
| | ☐ Creation of novel or unique evaluation or assessment methods with evidence of local or regional impact (part 7 of Educational Addendum). | |
| | ☐ Establishment of partnerships or programs to enhance faculty development in an area of clinical scientific expertise, or in health professions and/or biomedical education with evidence of local or regional impact (part 8 of Educational Addendum). | |
| | ☐ Development or enhancement of one or more educational opportunities promoting exposure to clinical or academic medicine with evidence of local or regional impact (part 9 of Educational Addendum). | |
| | ☐ Engagement in educational, professional or scientific societies (part 10 of Educational Addendum). | |

| | | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
|---|---|---|
| | *(Select all that apply)*<br>☐ Leadership at the regional level.<br>☐ Service on local/regional committees developing policies and guidelines for training and education. | |
| | ☐ Recognition for educational excellence.<br>*(Select all that apply)*<br>☐ Local or regional awards related to education or scholarship<br>☐ Visiting professorship and/or extramural invitations to lecture/participate in local/regional academic meetings, symposia or seminars. | |
| | ☐ Leadership role(s) in an educational or academic program (e.g. course-, clerkship-, site-, residency-, fellowship- training area-, graduate- program director, division director, laboratory director, etc.) (part 11 of Educational Addendum)<br>*(Select all that apply)*<br>☐ Leadership role at the associate/assistant/site director level.<br>☐ Demonstration of continuous quality improvement efforts and program evaluation outcomes related to leadership role.<br>☐ Service on education related committees at the site/health system level. | |
| Comment | | |
| **SCHOLARSHIP AND DISSEMINATION** | ☐ Peer-reviewed publications (including web-based):<br>☐ Ongoing and sustained record of peer-reviewed publications related to a clinical or scientific field or to health professions education (including educational methods, assessment, education policy, diversity, equity and inclusion, review articles, case series, systematic reviews, invited papers, white papers, etc.).<br>OR<br>☐ Show evidence of sustained scholarly publications related to biomedical research or clinical medicine relevant to education, mentoring, advising and/or coaching. | |

| | | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
|---|---|---|
| | ☐ Textbook and book chapters: authorship of chapters. | |
| | ☐ Print or media resource materials for learners, patients or lay audience (e.g. free open access medical educational materials, podcasts, clinical/educational blogs): Development of methods or materials with impact data such as view count or downloads. | |
| | ☐ Presentations, Awards & Grants:<br>*(Select all that apply)*<br>☐ Invitations to reach locally or regionally at universities, health system, etc.<br>☐ Regional workshops or invited talks.<br>☐ Invited participation in local or regional webinars.<br>☐ Local or regional recognition or awards for scholarship, mentorship, and/or diversity, equity and inclusion efforts.<br>☐ Inclusion as an investigator on scientific, education-related, and/or training grants (e.g. T32). | |
| | ☐ Editorial and/or grant review service:<br>*(Select all that apply)*<br>☐ Ad hoc roles as manuscript reviewer for educational, clinical, and/or biomedical research journals, or for educational content sections of specialty journals.<br>☐ Membership on grant review study committees or sections. | |
| Comment | | |
| **For TENURE** (Only complete for candidates being considered for Tenure) | ☐ Must **exceed** requirements for appointment or promotion to the rank of Associate Professor in the Clinician Educator or Scientist Educator track.<br>☐ Demonstrates sustained, superior productivity and leadership.<br>☐ Demonstrates excellence in the dissemination of knowledge and professionalism.<br>☐ Shows a high likelihood of continued success<br>☐ Widely recognized at **MSHS, or at the regional level** for accomplishments.<br><br><u>EDUCATION AND TRAINING:</u><br>☐ Evidence of sustained, broadly impactful outcomes related to teaching and educational practice.<br>☐ Evidence of national and/or international contributions to the dissemination of knowledge. | |

| | | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
|---|---|---|
| | ☐ Demonstrates excellence across the breadth of categories described in the Educational Addendum.<br><br><u>SERVICE & CONTRIBUTIONS TO THE INSTITUTIONAL MISSION:</u><br>☐ Inception or leadership of programs or initiatives that advance the institutional mission and have substantial impact in key areas of research, scientific discovery, innovation, clinical care, health system design or enhancement, service, citizenship, mentorship and teaching.<br><br><u>PATIENT CARE & CLINICAL PRACTICE (for Clinician-Educator candidates):</u><br>☐ An established reputation both institutionally and beyond as a source of excellent clinical care as demonstrated by: *(Select all that apply)*<br>☐ Awards<br>☐ Clinical leadership roles<br>☐ Quality metrics<br>☐ Reputation as an expert in a clinical field<br>☐ Recognition as an individual influencing standard for clinical practice<br><br><u>SCIENTIFIC RESEARCH & DISCOVERY (for Scientist-Educator candidates):</u><br>☐ Leadership in research and discovery with broad impact, sustained engagement at the national and/or international levels, and dissemination of scientific investigation and scholarship as senior author in peer-reviewed publications or in other formats. | |
| Comment | | |
| **IMPORTANT CONSIDERATIONS** | Appointment and term:<br>• Appointment is at discretion of Department Chair.<br>• Term of appointment can be 1,2,3,4 or 5 years.<br>Reappointment and Non-Reappointment:<br>● In the absence of an employment contract, the Chair will provide notice of reappointment or non-reappointment.<br>● Terms can be 1, 2, 3, 4, or 5 years.<br>● Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean.<br>● No limit on reappointments.<br>● In the event of non-reappointment the Chair will provide written notice.<br>● If a decision to reappoint a faculty member is made during a term extension as described in the section on notices of non-reappointment, the reappointment notice must be in writing from the Chair. The reappointment will commence retroactive to the first day following completion of the original term of appointment.<br>● Notice of non-reappointment is minimum 6 months before term end date for 1 or 2-year terms; minimum one-year notice on terms more than 2 years.<br>Promotion: | |

| | |
|---|---|
| | **Supporting Evidence**<br>*For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.* |
| | • The Chair may, at any time, recommend exceptionally qualified faculty for promotion to Professor.<br>Tenure:<br>• Under exceptional circumstances, an Associate Professor may be given tenure.<br>• The recommendation of exceptionally qualified faculty for tenure may be made by any time by the Chair.<br>• Requires approval by the committee on APT. |
| **TRACK SWITCH CRITERIA** | |

**If incomplete, template will be returned*

**Reviewer Decision**

- ☐ **UNDECIDED (Requires Discussion)**
- ☐ **Support Request for Appointment/Promotion**
- ☐ **Deny Request for Appointment/Promotion**
- ☐ **Support Request for Tenure**
- ☐ **Deny Request for Tenure**

**Other reviewer recommendations:**

**Track Switch:** ☐ **Yes** ☐ **No**
**If Yes, select Track:** Select a Track

**Secondary appointments in other departments:** ☐ **Yes** ☐ **No**
**If yes, select Department:** Select a Department

**Committee Decision**

- ☐ **Support Request for Appointment/Promotion**
- ☐ **Deny Request for Appointment/Promotion**
- ☐ **Support Request for Tenure**
- ☐ **Deny Request for Tenure**

**Other committee comments:**

**Track Switch:** ☐ **Yes** ☐ **No**
**If Yes, select Track:** Select a Track

**Secondary appointments in other departments:** ☐ **Yes** ☐ **No**
**If yes, select Department:** Select a Department

- ☐ **Call division chief**
- ☐ **Check with APT committee chair Dr. Jonathan Halperin**

**FINAL DECISION:** Choose an item.

☐**DENY REQUEST** - Reason for Denial:

1.
2.
3.

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Recommended CV edits (Note: this will be forwarded directly to the candidate so please provide full sentences):

1.
2.
3.
4.

Additional Comments for APT Chair/Administrative Staff:

1.
2.

RESUBMISSION COMMENTS

Initial Date Submitted: Click or tap to enter a date.

For APT Committee Leadership Use only